

**Internal Quality Assurance Cell (IQAC)**  
**IQAC Room, St. Stephen's College, Delhi 110007**  
**Meeting held on May 24, 2019 at 10.30am**

The meeting of the IQAC was held on 24 May, 2019 at 10.30am in the IQAC office.

Members Present:

- 1) Prof. John Varghese - Chairperson
- 2) Dr. Ekta Kundra Arora - Co-ordinator
- 3) Dr. Renish G. Abraham
- 4) Dr. A.D. Mathur
- 5) Dr. Karen Gabriel
- 6) Dr. Satish Kumar
- 7) Dr. Pankaj Mishra
- 8) Ms. E. Felicita Lawrence

The Chairperson informed that Prof. Rupin W. Desai, Dr. Sarah Iqbal, Dr. Chinkhanlun Guite, Mrs. Archana Chopra, and Mr. Jeffin George had expressed their inability to attend the meeting. The attendance sheet is attached.

**Welcome:** The Chairperson extended a warm welcome to the IQAC members.

**Confirmation of the minutes:** The minutes of the IQAC meeting held on 10 January, 2019 were confirmed without any changes. The minutes were proposed for passing and adoption by Dr. Karen Gabriel and seconded by Dr. Renish G. Abraham.

**Matters arising**

The IQAC Coordinator – Dr. Ekta Kundra informed the members that information about student internships, placements and progression to higher education was being collected through Google forms generated for the purpose. The chairperson suggested that the process can be ongoing and information can be collected till July. The members were informed of the 'Student Satisfaction Survey' being linked to the Academic Management Portal of the final year students.

The chairperson informed the members that 'The Environment Society' of the College has started with waste segregation on campus and better bins have been installed in Residence.

The chairperson informed the members that 'Gender Sensitization' would be included in the Orientation Program for the new batch of students joining college in July 2019.

A member highlighted the need to have an English Language Enhancement Course/Remedial Classes for the benefit of students from different courses and backgrounds. It was suggested that faculty could participate in such programs voluntarily. The chairperson volunteered for the same. The chairperson proposed that the IQAC can work towards developing a formal mentorship program.

A short discussion on the Best practices in the College, Institution Distinctiveness and Procedures and Policies for maintaining and utilizing Physical, Academic and Sports facilities followed.

On discussing the Action Plan for the academic year 2019-2020 a member suggested reviving the Public Lecture Series. The member also suggested that 'Faculty Lectures' should also be started where faculty across departments can participate. It was suggested that a slot can be left vacant in the master time table to enable everyone to participate. Another member suggested sending suggestions by emails.

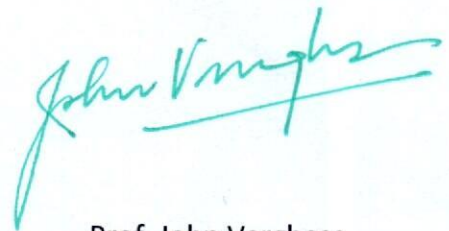
It was decided that the IQAC Budget for the academic session can be submitted to the Bursar along with a Budget Utilization for the previous year.

It was decided to hold the next meeting of the IQAC on 26 July, 2019 at 10.30 am.

The meeting ended with the Chairperson thanking everyone for their presence and participation.

*Ekta Kundra*

Dr. Ekta Kundra Arora  
IQAC Coordinator



Prof. John Varghese  
Chairperson